



**INSTRUCTIONS:** Use this form to provide the justification for awards as an attachment to VA Form 4659, Recognition of High Level Performance. Check the applicable type(s) of contribution in the first column and briefly describe the accomplishment in the corresponding box in the second column. The narrative statement should clearly describe the specific accomplishment and not merely paraphrase the type of contribution listed in the first column. Include information regarding the benefit of the contribution to the organization. See example below:

TYPE OF CONTRIBUTION	CITE SPECIFIC EXAMPLE OF EMPLOYEE'S (GROUP'S) EFFORT
Automation, modification or reengineering of work process, practices or procedures	The A team developed an automated system for submission and tracking of xyz work orders. This decreased the average time to deliver the service to our customers from 5 to 3 days.

## CHECKLIST FOR SPECIAL CONTRIBUTION AWARD RECOMMENDATIONS

TYPE OF CONTRIBUTION	CITE SPECIFIC EXAMPLE OF EMPLOYEE'S (GROUP'S) EFFORT
<input type="checkbox"/> Unusual Initiative	
<input type="checkbox"/> Creativity and/or innovation in solving a problem or establishing a new procedure or practice	
<input type="checkbox"/> Unusual effort in completion of assignment, task or project	
<input type="checkbox"/> Unexpected benefits ( <i>either tangible or intangible</i> ) to the organization or beyond from employee's efforts	
<input type="checkbox"/> Demonstration of a high level of skill and ability in completion of assignment or task	
<input type="checkbox"/> Demonstration of exceptional teamwork or teambuilding	
<input type="checkbox"/> Exceptional courtesy or responsiveness to a customer	
<input type="checkbox"/> Preparation of exceptional written materials	
<input type="checkbox"/> Automation, modification or reengineering of work processes, practices or procedures	
<input type="checkbox"/> Other ( <i>describe</i> )	
<input type="checkbox"/> Other ( <i>describe</i> )	

ADDITIONAL COMMENTS